

Calpendo Scheduling Guide

1. Register as a new user

- a. <https://bic-missouri.calpendo.com>
- b. Select **register new user** tab
- c. Enter user info in necessary fields and select **register** tab
- d. Wait for BIC admin to accept new user request

2. Projects/Studies

- a. Lab studies are identified as **projects**
- b. If adding a new project send BIC admin project details
- c. Always select a project from **projects** tab in order to avoid duplicating a project already created
Select **Projects – User list of projects** tab and view the list of all current projects
- a. Send Huiling via email (pengh@missouri.edu) project list you want to be involved
- b. Wait for BIC admin to assign you to projects you request
- c. You will be only allowed to book scan for projects you are assigned to

3. Booking a scan

- a. Login in as user
- b. Select date and time
- c. Under **new booking** window
 1. Select desired room under **resource** tab
 2. Select desired study under **project** tab
 3. Edit time under **when** tab
 4. Select **create booking** tab

4. Cancellations

- a. Select study date and time and select **edit** tab
- b. Select **cancel booking** tab
- c. Select **this item** tab
- d. All cancellations are tracked and an email is sent to admin to track cancellations
- e. Once the time has elapsed, users are unable to adjust time booked

5. Booking details

- a. Billing is based off of time booked on Calpendo
- b. Calpendo automatically books 15min before and 15min after selected scan time
- c. No charge for cancelling booked time with more than 24hrs notice
- d. 50% charge for cancelling booked time 30mins-24hrs notice
- e. 100% charge for 30mins or less notice including no show